



# Leading a Source Selection Evaluation Board (SSEB)

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# Agenda

- Task
- Start Up
- Written Evaluations
- Oral Presentations
- Presentation to SSAC
- Lessons Learned



# Task

- Your job as an SSEB Chair is to lead a group of professionals through a detailed and stringent technical evaluation process ...
- A process which you and your team members most likely have little or no experience
- And you have to be right because people's jobs are on the line and support to the warfighter must be maintained



# Start Up

- SSEB Team
  - Get to know team members background and skill sets...everyone brings something to the table
  - Assist in educating team members on distribution operations during Solicitation Conference
  - Evaluation training from DSCC A76 Team is critical...assists in getting everyone on the same grading scale



# Written Evaluations

- Establish a timeline and work schedule as a first step
- Assign each team member to become SME for a proposal
- Establish a process for evaluations
  - Read the plan, individually evaluate the plan, group evaluation of the plan (Write the report as you go!)
  - One person serves as scribe
  - SSEB Chair moderates group discussions
- Staff initial write ups with A76 Legal
  - Assists in developing your team's writing style
  - Choice of words is critical...
- Use the tools provided
  - Plan evaluation matrix, report template, definitions of ratings



# Oral Presentations

- Team must prepare questions prior to oral presentation
- Control the room, one person (Chair) asks the questions
- Look for consistency between written plans and oral presentations
- Use evaluation matrix
- Write evaluation immediately following presentation



# Presentation to SSAC

- Written Report
  - All team members must read the report for accuracy and clarity
  - Staff draft with A76 Team (Contracting & Legal)
- Briefing to SSAC
  - Written report serves as basis for brief
  - Rehearse the brief for time and clarity to SSEB Team and A76 Team (Contracting & Legal)
  - Utilize all team members during the brief
  - Have a copy of written report and all proposals/plans for reference
  - Answer all SSAC member questions as best as possible, use team members to assist



# Lessons Learned

- Leadership keys to success are:
  - Organization
  - Providing focus and control to the team
  - Utilizing all members and capitalizing on their skill sets
  - Utilizing DSCC A76 Team (Ask questions - they do this for a living!)
  - Use this experience to learn from team members experiences (ICP, DDC, DLA HQ)
  - Have fun building relationships with a group of professionals accomplishing a task